JOHNS HOPKINS
MEDICINE

JOHNS HOPKINS HEALTH SYSTEM CORPORATION
THE JOHNS HOPKINS HOSPITAL

SAP Online Payment

User Guide

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June 5, 2013

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SAP Finance - Supply Chain Overview

The Johns Hopkins SAP Supply Chain system controls the flow of goods and services within the enterprise. The Supply Chain includes large and small purchases from vendors.

In the normal course of working at Hopkins, employees may utilize three different methods for making payments, depending on the circumstances. These are to:

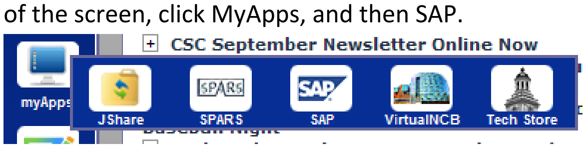
- Purchase services and supplies using Shopping Cart
  (Invoices for Purchase Order items are not paid with Online Payment. They are sent to Accounts Payable to be applied directly to the Purchase order)
- Pay invoices (bills) received from vendors for services or products not associated with a Purchase Order.
- Reimburse themselves, or others, for approved expenses.

This table outlines these three basic methods.

Key Document	SAP Module	Used When
Purchase Order	Shopping Cart	The vendor requires a purchase order before supplying goods or services. Invoices to be applied to purchase orders are sent to Accounts Payable, and not entered by departments.
Vendor Invoice	Online Payment Request (Check Request)	The vendor does not require a purchase order to provide supplies or services.
Employee Expense Receipt	Travel and Expense Reimbursement	Items are initially purchased using an individual's personal funds.

ACCESSING THE ONLINE PAYMENT REQUEST (AP ELECTRONIC CHECK REQUEST) - WINGUI[1]

1. Log into SAP using the icon on your desktop, through the link in your favorites, or the myJohnsHopkins portal: In the URL edit box of your browser, type my.johnshopkins.edu, and press the Enter key. Select Login. Enter your JHED ID and password. On the left side of the screen, click MyApps, and then SAP.

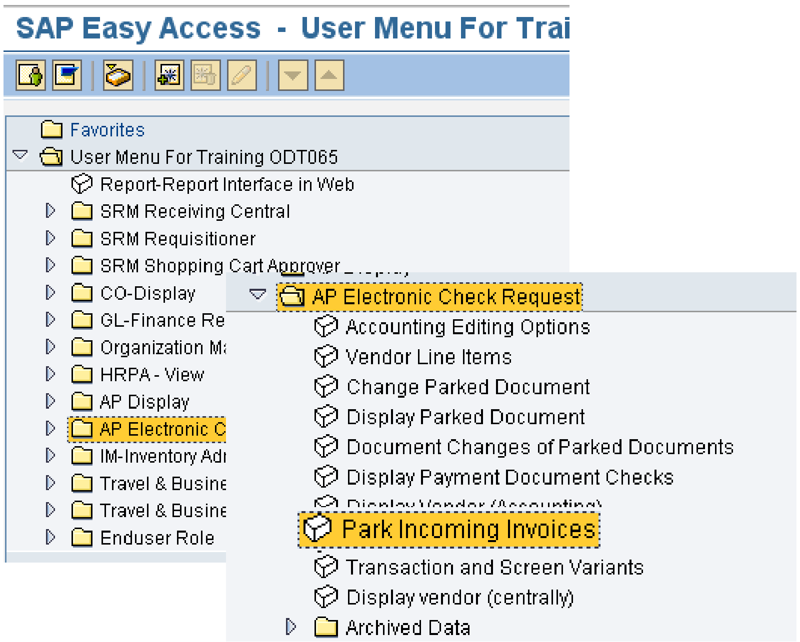


[1] WinGUI "Windows" "Graphical User Interface" This is the SAP software which opens on your computer, also known as the SAP Easy Access Menu.

2. **Click** on the **ECC** 

tab at the top of the screen.[1]
3. You may need to click a warning, and allow the SAP file to download and click ECC again. You may be asked to then click to open.[2]
4. Once the application opens, make sure you Maximize the window.

5. Locate the **AP Electronic Check Request folder** and double click it.
6. The transactions in the role will appear.



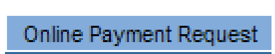
7. To enter an Invoice, double click **Park Incoming Invoices**.

ACCESSING THE ONLINE PAYMENT REQUEST MODULE – WEBGUI[3]

If the ECC tab or software is not available to you, open Online from the initial SAP screen.

1. Log into SAP using the icon on your desktop, through the link in your favorites, or the myJohnsHopkins portal: In the URL edit box of your browser, type my.johnshopkins.edu, and press the Enter key. Select Login. Enter your JHED ID and password. On the left side of the screen, click MyApps, and then SAP.

2. **Click** the **Online Payment Request tab** at the top of the screen...



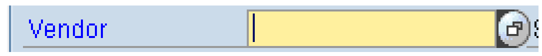
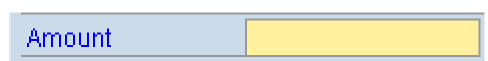
[1] If you do not have the ECC tab, ask the person in your department who enters SAP Security, Roles and Workflow requests (ZSRs) to request for you Role Type: Portal, ZPWINGUI_LAUNCH. Look for ZSR articles in the SAP@Hopkins blog: http://www.sapathopkins.org/ .
[2] If your computer is unable to open the software, ask your computer support personnel to install. Information can be found here: http://h1support.jhu.edu/
[3] WebGUI (Web-based Graphical User Interface) opens a website that receives your information and passes it back and forth to SAP. You can access tis from any computer connected to the Hopkins network.

ENTERING AN ONLINE PAYMENT REQUEST (CHECK REQUEST)

1. To enter an Invoice, double click on the 

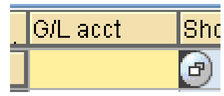
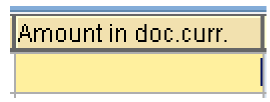
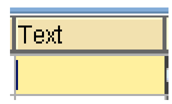
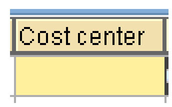
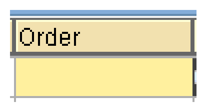
transaction. *From the Online Payment WebGUI tab, this transaction will display automatically.*

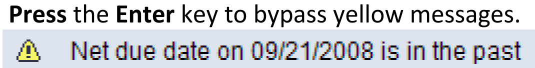
2. **Click** in each field below to enter the necessary information:

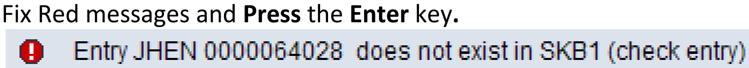
Vendor	SAP Vendor #. Should begin with a 2 (Can use a 1 if there is no 2). Searching directions are located in the Appendix.	
Invoice Date	Invoice Date from the invoice (not a Hopkins number). Format should be MM/DD/YYYY.	
Reference	Invoice Number from the invoice (not a Hopkins number). Enter it exactly as it appears on the invoice.	
Document Type*	Change it to ZZ or Check Request (Will default if you have done the settings in the Appendix). *if does not display, see Settings: Displaying the Document Type in the Appendix.	
Amount	Total amount of the invoice.	
Text	Use an (*) plus the text and 31 characters of this text field will appear on the check or summary statement.	

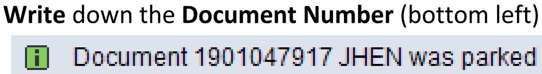
Note: If you click into any field before completing them in order, SAP may require that enter fields in a specific order. If fields are grey'ed (or blue'ed) out, look for messages in the lower left of the screen. Enter and/or correct fields as they are highlighted, and press the Enter key on your keyboard after each entry. If needed, also click the Simulate button near the top of your Online Payment screen. (If you are then sent to a Document Overview screen, simply click the green dot back button at the top of that screen, and then the green check to allow any automatically created line items to be deleted). You should then be allowed to fulfill the remaining steps of the transaction.

Lower Section

G/L	G/L for the goods or services being invoiced. Should begin with a 6. Searchable field: Search category is G/L account description in chart of accounts	
Amount in Doc Currency	Amount of the invoice for each line. If the full invoice is being assigned to a single G/L account and a single Cost Center or Internal Order), this will match the Amount in the top section.	
Text	Copy this from the top section to appear in BW Reports.	
Cost Center	Used primarily by JHHS - Budget number to be charged (10 digits long) – If this is used, an Order number is not used.	
Order	Used primarily JHU SOM - Budget number to be charged (8 digits long) - If this is used, a Cost Center number is not used.	

1. **Press Enter**.
2. **Press** the **Enter** key to bypass yellow messages.
   

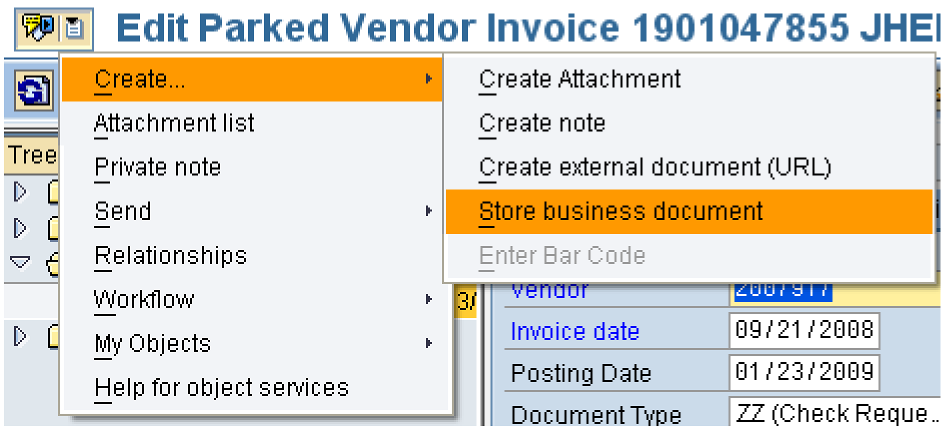
3. Fix Red messages and **Press** the **Enter** key**.**
   

4. Check the Vendor name and address which SAP has now filled in.
5. Click **Save as Completed** button.  Your Online Payment has been saved in SAP as an SAP **Document**, and has been sent to your approver.
6. **Write** down the **Document Number** (bottom left) on the paper invoice.
   

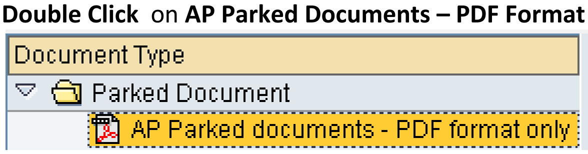
7. Click **Document – Display** (top of the screen)
8. Upload the PDF copy of the invoice (See Storing "Business Documents" below) required for approval.

STORING "BUSINESS DOCUMENTS" (UPLOADING INVOICE COPIES TO SAP)

1. Open the Online Payment from the Tree, or by selecting Document, Display from the top menu.
2. Locate the **Services for Objects** button in the (upper left corner in the ECC software  – WinGUI; upper right in the Web version – WebGUI)
3. **Click** on the **Paper** icon on the right of the button.
4. **Select Create – Store Business Document**

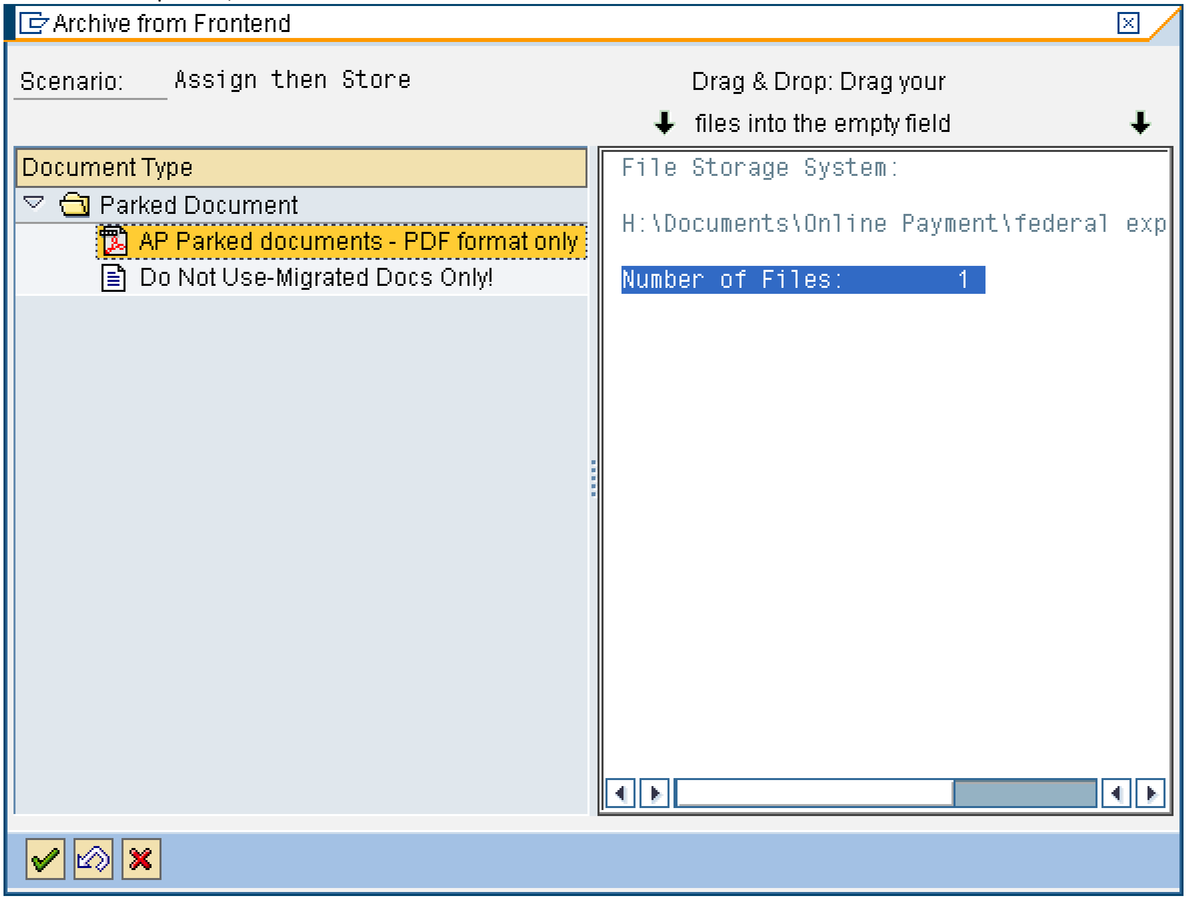


5. **Double Click** on **AP Parked Documents – PDF Format Only**



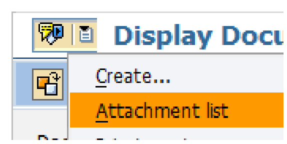
6. Locate the Scanned Document on your computer and **Double Click** the title to upload to the Accounts Payable web server.
7. You do not need to re-save the Online Payment. It has been sent to your approver and the invoice PDF is now available to your approver and Accounts Payable.

8. After the file uploads, **Close** the Window.

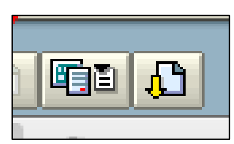


VIEWING AN UPLOADED INVOICE (STORED BUSINESS DOCUMENT)

1. Once the PDF file has been uploaded, click the **Services for Objects** Icon , image of the piece of paper again, selecting **Attachment List**.

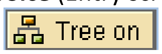


2. **Double Click** the same **AP Parked Documents – PDF Format Only** line to view the uploaded file.
3. The first page will display.
4. Use the Document Viewer Navigation Buttons to view PDF files with more than one page.

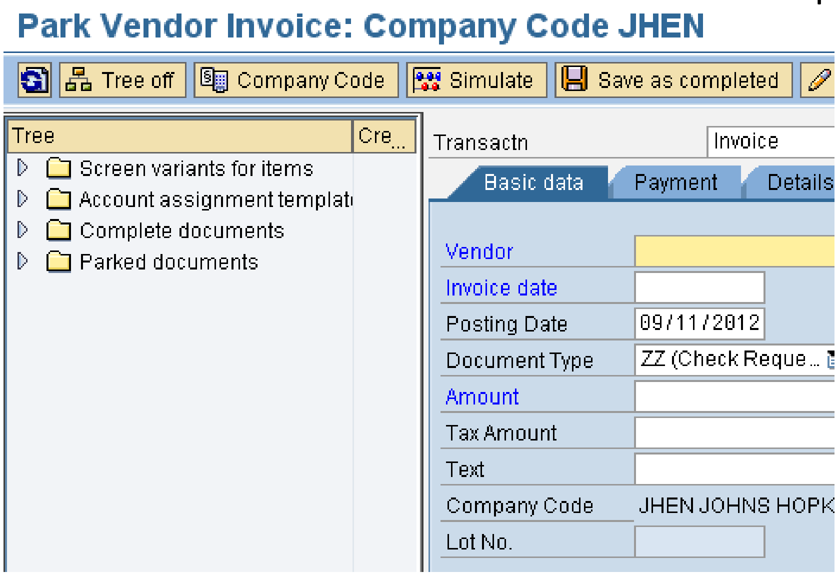


FINDING AND STORING DOCUMENTS (ONLINE PAYMENTS)

DISPLAYING A DOCUMENT USING THE TREE

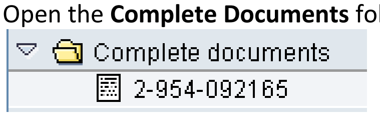
1. Go to the **Park Vendor Invoice** (Entry screen) screen
2. **Click** the **Tree On** button. 

A folder window to the left will open.

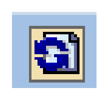


3. The **Complete Documents** folder contains docs sent to Workflow that are In-Process.
4. The **Parked Documents** folder contains docs that either were not sent to Workflow or have been Refused and sent back to you.

5. Open the **Complete Documents** folder by **clicking** on the arrow to the left.



6. **Double Click** on the **reference number** to display the document.
7. If you have been working in Online Payment with the Tree on, new and changed Online Payments will not automatically display. Click the Refresh Tree button in the upper left to update your display.



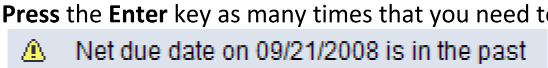
   Note: if your Online Payment screen gets stuck on a field, exit and return (ECC – WinGUI), or click the Online Payment tab (WebGUI) to refresh.

EDITING AND DELETING DOCUMENTS (ONLINE PAYMENTS)

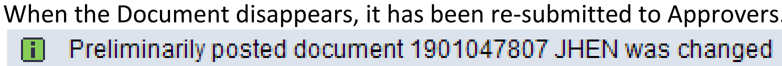
EDITING AND RESUBMITTING DOCUMENTS

1. **Display** the document using the **Tree**
2. **Change** the Posting date to today if it is not in the current month

3. **Change** the fields you need to make the document correct.
4. **Click** on **Save as Complete.** The system will edit the document and display messages at the bottom of the screen.
5. **Press** the **Enter** key as many times that you need to bypass yellow messages (there could be 3 or 4 edits)

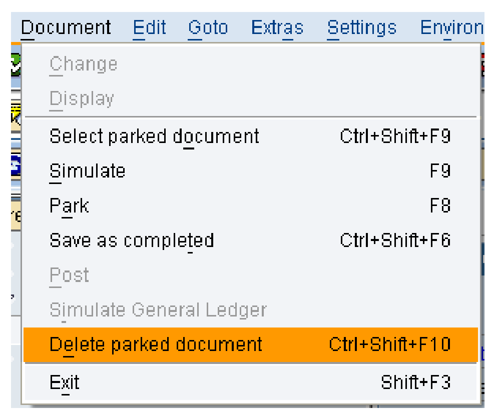


6. When the Document disappears, it has been re-submitted to Approvers.

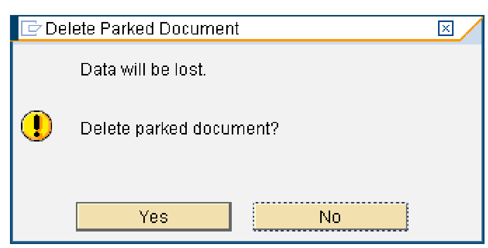


DELETING A DOCUMENT

1. **Access** the document using the Tree.
2. If needed, select Change Parked Document so that the screen shows that it can be edited.
3. At the very top of the screen, **click** on **Document -> Delete parked document.**



4. **Click** on the **Yes** button.



TROUBLESHOOTING DOCUMENTS

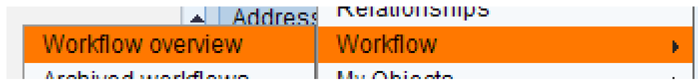
VIEWING WORKFLOW (THE APPROVAL PROCESS)

1. **Display** the Document using The Tree

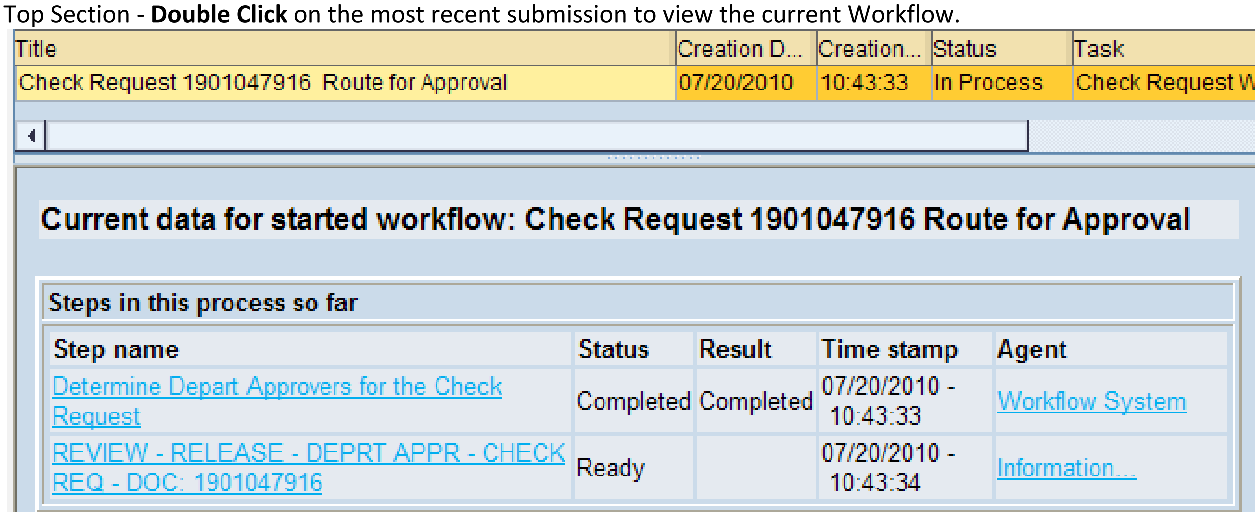
2. **Locate** the **Services for Objects** Icon (WebGUI – Upper Right, WinGUI – Upper Left) 

3. **Click** on the **Paper** icon on the right of the button.

4. **Workflow -> Workflow Overview**

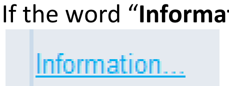


5. Top Section - **Double Click** on the most recent submission to view the current Workflow.



6. Bottom Section – **Scroll** down to view the Workflow.

7. If the word "**Information**" is in the **Agent** field, then **Click** on it to see who has the document to approve.



8. If the document has already been approved, you will see the name of the person who Released or Rejected the document in the Agent field.

9. **Click** the **X** to close.

VIEWING WORKFLOW ON REJECTED DOCUMENTS

1. **Display** the Document using The Tree

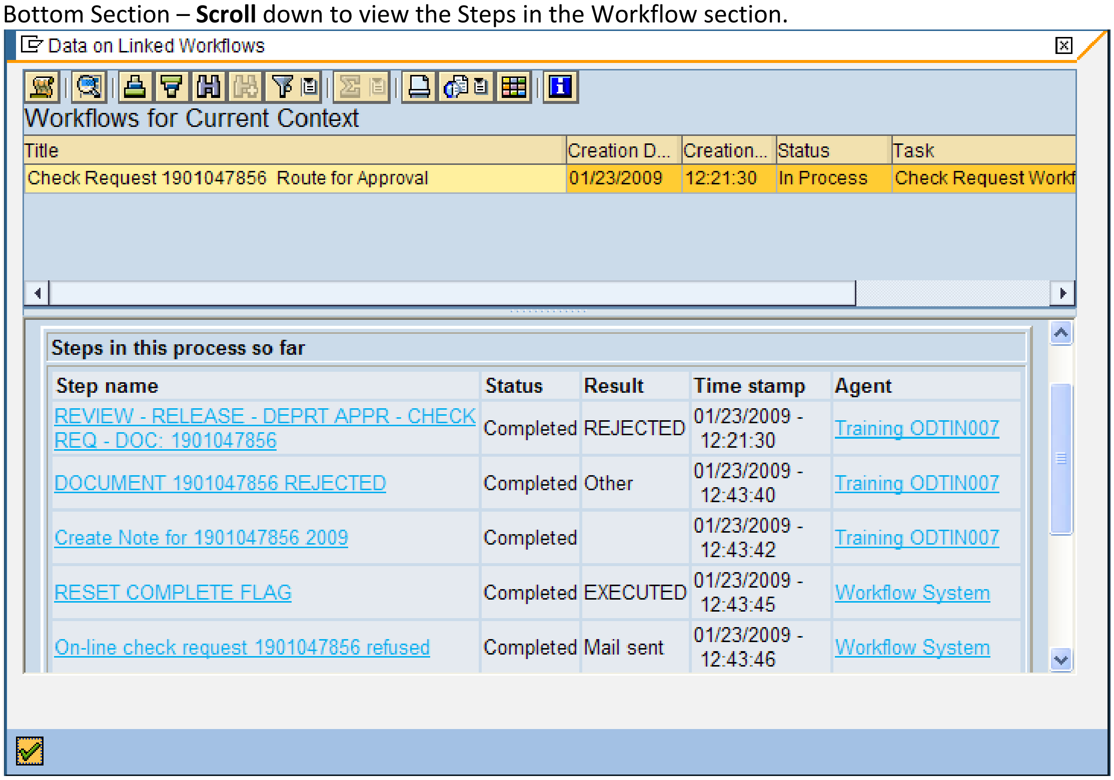
2. **Locate** the **Services for Objects** Icon (WebGUI – Upper Right, WinGUI – Upper Left) 

3. **Click** on the **Paper** icon on the right of the button.

4. **Workflow -> Workflow Overview** 

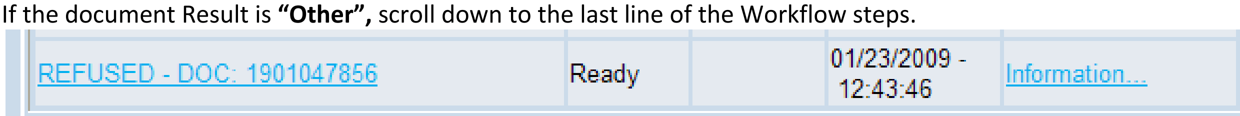
5. Top Section - **Double Click** on the most recent submission to view the current Workflow.

6. Bottom Section – **Scroll** down to view the Steps in the Workflow section.

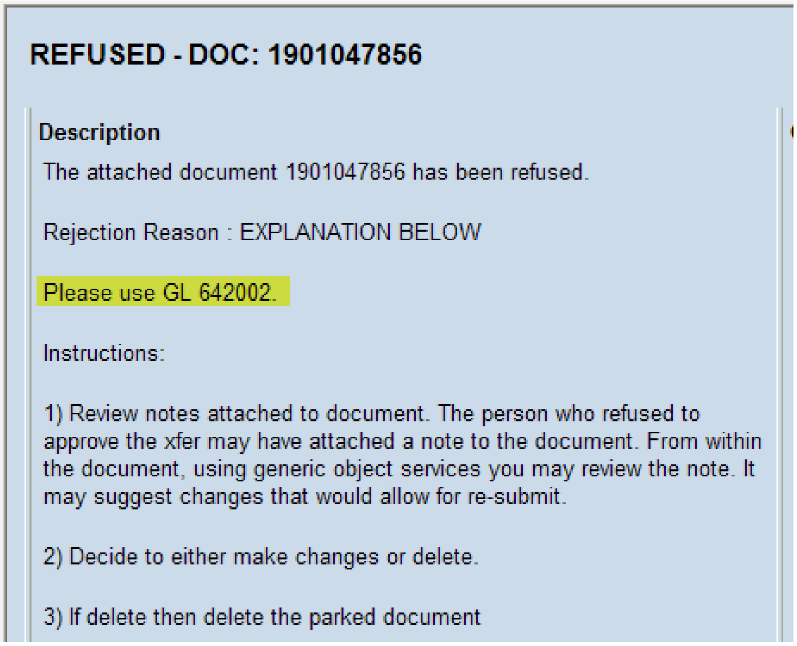


7. If the word "**REJECTED**" is in the Result field, then check the Result on the line below to learn the reason**.**

8. If the document Result is **"Other",** scroll down to the last line of the Workflow steps.



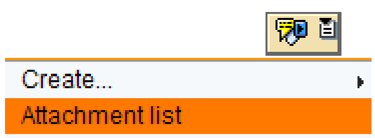
9. **Click** the **REFUSED – DOC (DOC NUMBER)** link to view the reason for the rejection.



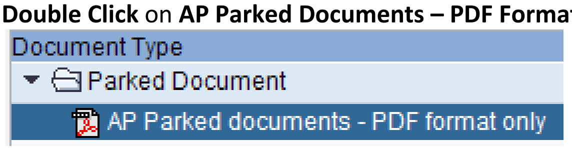
10. **Close the windows and edit the document as necessary.**

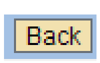
VIEWING ATTACHMENTS AND NOTES

1. **Display** the Document using The Tree.
2. **Locate** the **Services for Objects** button (WebGUI – Upper Right, WinGUI – Upper Left) 
3. **Click** on the **Paper** icon on the right of the button.



4. Select **Attachment List**
5. **Double Click** on **AP Parked Documents – PDF Format Only** to display the document.



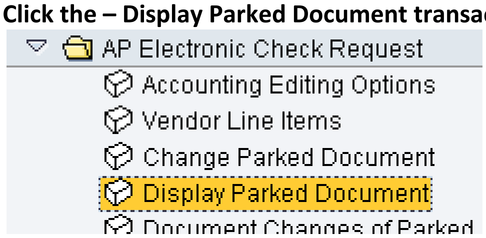
6. **Click** on the 

button after viewing the document.
7. **Click** the **X** to close.

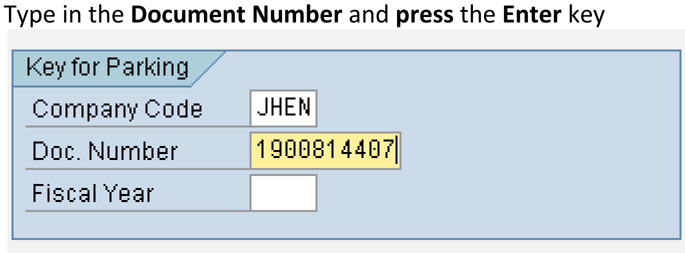
VIEWING PAYMENT INFORMATION

VIEWING PAYMENT INFORMATION

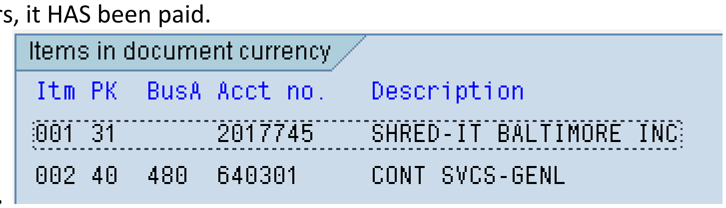
1. **Click the – Display Parked Document transaction in the Folder**



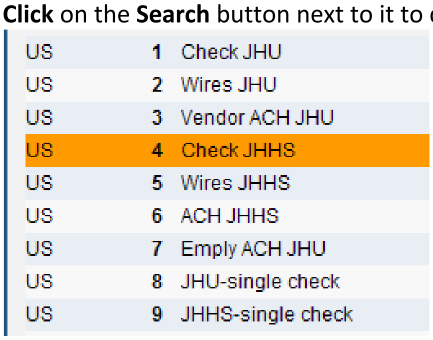
2. Type in the **Document Number** and **press** the **Enter** key



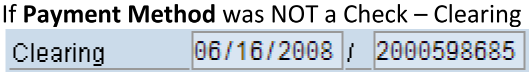
3. If the Parked Document appears, the invoice has NOT been paid – Check Workflow.
   If an Accounting Document Appears, it HAS been paid.



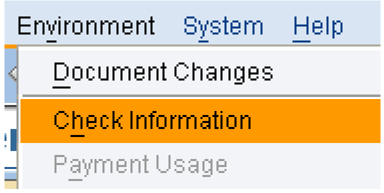
4. **Double Click** on the **Vendor Name.**
5. **Click ONCE** on the **Pmt Method Field.**
6. **Click** on the **Search** button next to it to determine the Payment Method.



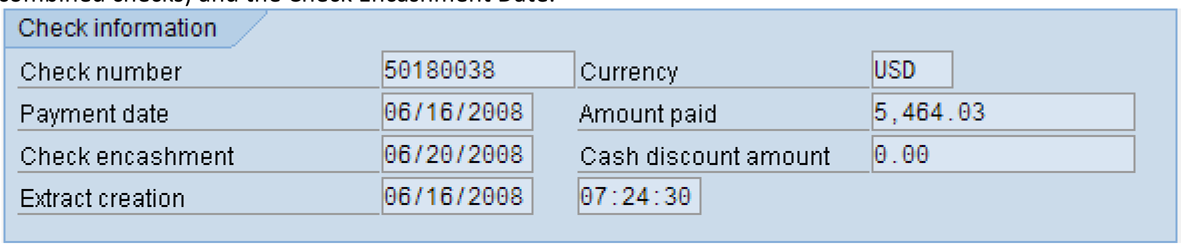
7. **Close** this box when the method is determined.
8. If **Payment Method** was NOT a Check – Clearing Date and Number is when the Funds were released.



9. IF the Payment Method was a Check – **Click Environment (Top) – Check Information**



10. The Middle Section called **Check Information** has the Check Number, Date, Amount (May be higher due to combined checks) and the Check Encashment Date.

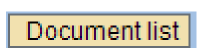


11. **Click** on the **Back**  button a few times to get out of the accounting screens.

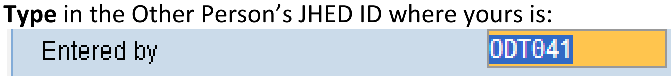
LOCATING DOCUMENTS

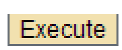
DISPLAYING OTHER PEOPLE'S UNPAID DOCUMENTS

1. **WebGUI – Click** on **Display Parked Document** in the submenu. 

2. **WinGUI – Click** on **Display Parked Document** in the Folder.
3. **Click** on the **Document List** button. 

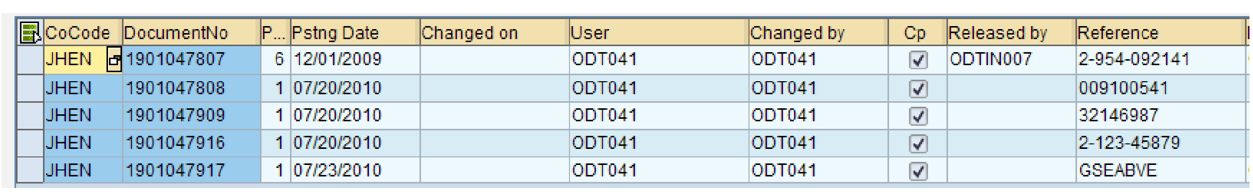
4. **Type** in the Other Person's JHED ID where yours is:



5. **WebGUI** – **Click** on the **Execute** button 

   WinGUI – **Click** on the **Time Clock** Icon 

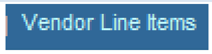
6. A list of **Unpaid** documents will display.



CoCode	DocumentNo	P...	Pstng Date	Changed on	User	Changed by	Cp	Released by	Reference
JHEN	1901047807	6	12/01/2009		ODT041	ODT041	✓	ODTIN007	2-954-092141
JHEN	1901047808	1	07/20/2010		ODT041	ODT041	✓		009100541
JHEN	1901047909	1	07/20/2010		ODT041	ODT041	✓		32146987
JHEN	1901047916	1	07/20/2010		ODT041	ODT041	✓		2-123-45879
JHEN	1901047917	1	07/23/2010		ODT041	ODT041	✓		GSEABVE

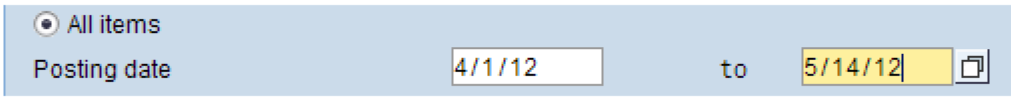
VENDOR LINE ITEMS REPORT

RUNNING THE VENDOR LINE ITEMS REPORT

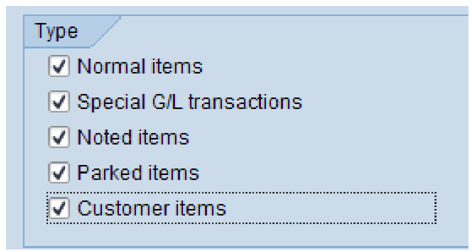
1. WebGUI – **Click Vendor Line Items** 

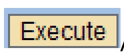
2. WinGUI – **Vendor Line Items in the Folder**
3. Type in the **Vendor Number or search** 

4. Scroll down and Select – **All Items**

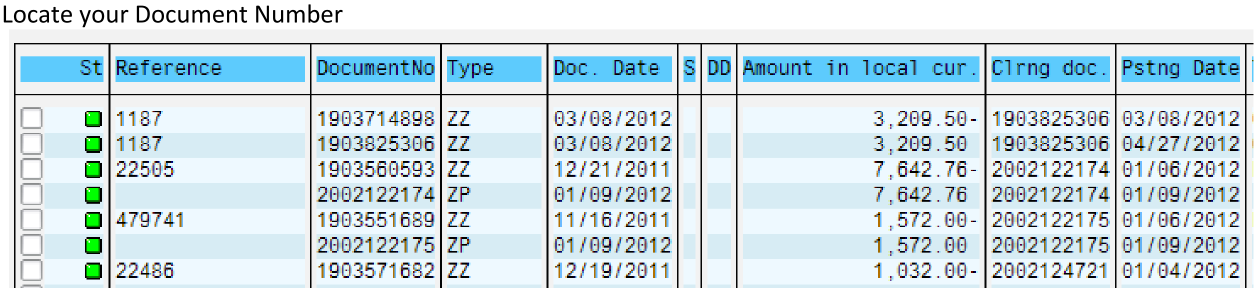


5. Enter **To and From Posting Dates**



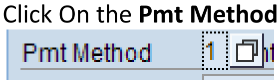
6. **Scroll down and check all the Types**
7. WebGUI - **Execute** 

/ WinGUI – **Clock Icon** 
8. Locate your Document Number

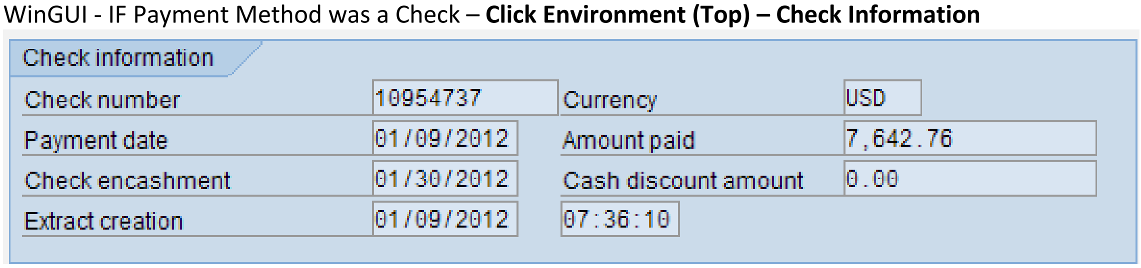


St	Reference	DocumentNo	Type	Doc. Date	S	DD	Amount in local cur.	Clrng doc.	Pstng Date
	1187	1903714898	ZZ	03/08/2012			3,209.50-	1903825306	03/08/2012
	1187	1903825306	ZZ	03/08/2012			3,209.50	1903825306	04/27/2012
	22505	1903560593	ZZ	12/21/2011			7,642.76-	2002122174	01/06/2012
		2002122174	ZP	01/09/2012			7,642.76	2002122174	01/09/2012
	479741	1903551689	ZZ	11/16/2011			1,572.00-	2002122175	01/06/2012
		2002122175	ZP	01/09/2012			1,572.00	2002122175	01/09/2012
	22486	1903571682	ZZ	12/19/2011			1,032.00-	2002124721	01/04/2012

9. If Cleared (Green) – **Double Click** to view the Accounting Document
10. Click On the **Pmt Method Field** and the **Search Box** next to it to determine Payment Method



11. IF Payment Method was NOT a Check – **Clearing Date and Number** is when the Funds were released
12. WebGUI - IF Payment Method was a Check – **Click Menu – Environment – Check Information**
13. WinGUI - IF Payment Method was a Check – **Click Environment (Top) – Check Information**



14. The Middle Section called Check Information has the Check Number, Date, Amount (May be higher due to combined checks) and the Check Encashment Date
15. Click the **Back** button a few times to get out of the accounting screens

REQUESTING A DEPARTMENTAL PICKUP

USING PAYMENT TAB TO REQUEST A CHECK FOR PICK UP

1. Access the **Parked Incoming Invoices Screen** 

as normal.

2. On the Basic data tab 

, Click in each field below to enter the necessary information:

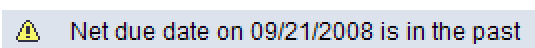
- Vendor Number – You can search on this field if you don't know the number
- Invoice Date - Date from the invoice
- Reference Number – Invoice Number from the invoice
- Document Type – Should be ZZ Check Request
- Amount – Total amount of the invoice
- Text – Place an * at the start of this field to have text display on check

3. In the Lower Spreadsheet Section, Enter the …

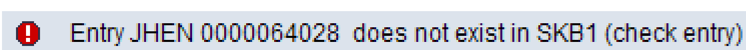
- G/L Number
- Amount in Doc Currency
- Text
- Cost Center or Internal Order number

4. Press the **Enter** Key and look for the **green check** icon at the left of the line.

Press the **Enter** key to bypass yellow messages.



Fix Red messages and **Press** the **Enter** key.



5. Click the Payment tab 

Enter the 

.

- Pmt Method - 8 for JHU and 9 for JHHS
- Pmnt Meth Sup - 01

6. Click the **Save as completed** button. 

Write down the **Document Number** (bottom left) on the paper invoice.

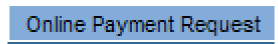
7. Store your Business Document (upload your PDF invoice copy) **as normal.**

8. Once the request has been approved and check has been processed, you will receive an email from Accounts Payable informing you to pick up the check from the cashiers office.

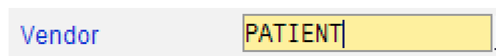
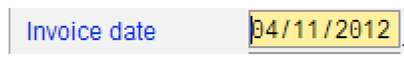
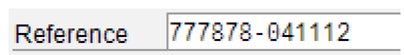
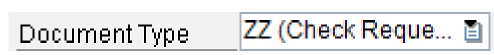
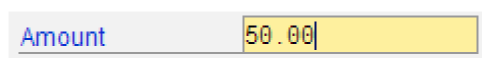
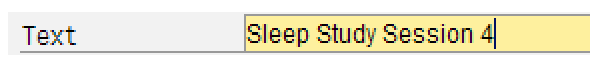
"PATIENT" VENDOR

USING THE PATIENT VENDOR TO REQUEST A CHECK BE SENT TO A STUDY PARTICIPANT

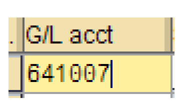
Special access is needed to use the Patient Vendor feature. Please contact your ZSR inititator to determine if this feature is, or should be available to you

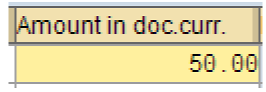
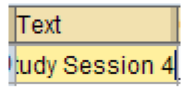
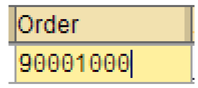
1. Access the **Parked Incoming Invoices Screen either via the WebGUI**  **or through ECC.**

2. **Click** in each field below to enter the necessary information:

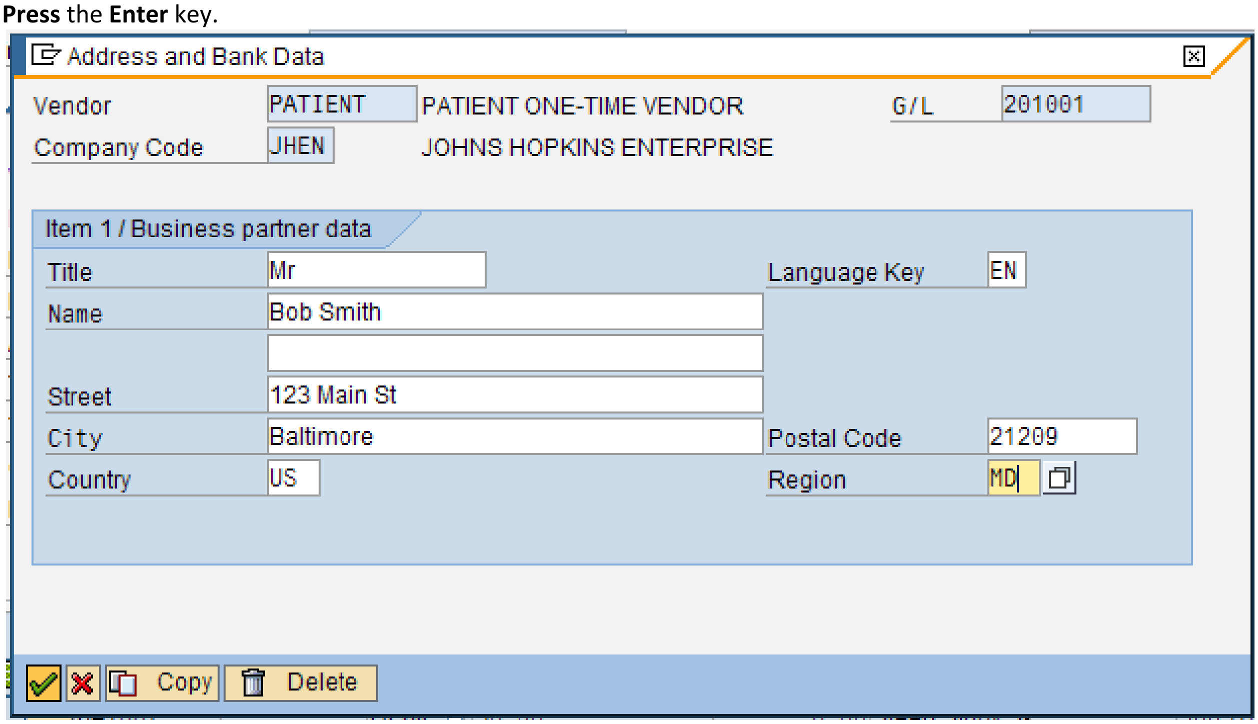
Vendor	Type the word PATIENT	
Invoice Date	Invoice Date should be today's date in the MM/DD/YYYY format.	
Reference	You may need to create a unique number such as the participant number plus the date. Do not use real names.	
Document Type	Change it to ZZ or Check Request (may default).	
Amount	Total amount of the check.	
Text	Enter the reason for the check. Could be the study name and session. Do not use the patient's name.	

Lower Section

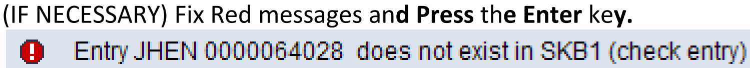
G/L	G/L for the patient study. 641007 is the one mainly used.	

Amount in Doc Currency	Amount of the check.	
Text	Copy this from the top section to appear in BW Reports.	
Order	Budget number to be charged (8 digits long) and begins with an 8 Or 9.	 *NOT A REAL NUMBER, PLEASE DO NOT USE*

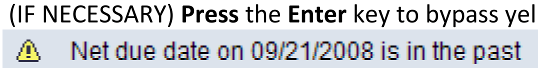
1. **Press** the **Enter** key.



2. **Fill in the data and click the green check at the lower left.**
3. (IF NECESSARY) Fix Red messages an**d Press** the **Enter** ke**y.**



4. (IF NECESSARY) **Press** the **Enter** key to bypass yellow messages.



5. **Click** the **Save as Complete** button. 

6. **Write** down the **Document Number** (bottom left) on the voucher or paperwork.

APPENDIX

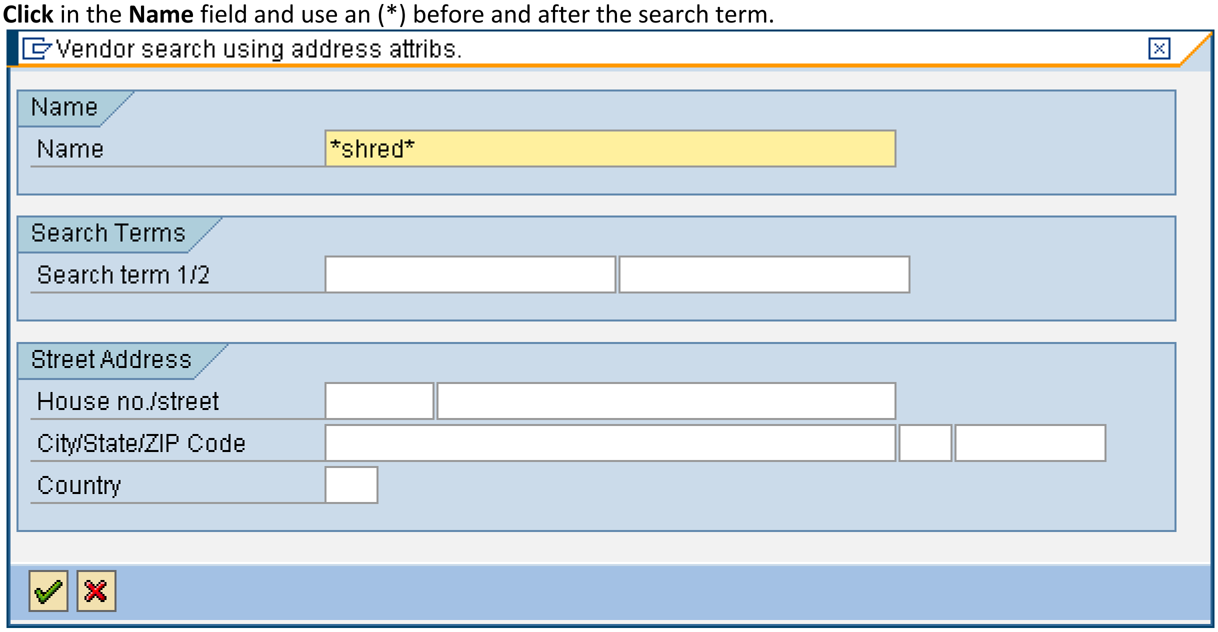
SEARCHING FOR VENDORS USING WEBGUI

1. **Click** in the **Vendor** field.
2. **Click** on the **paper** icon to the right of the field. 

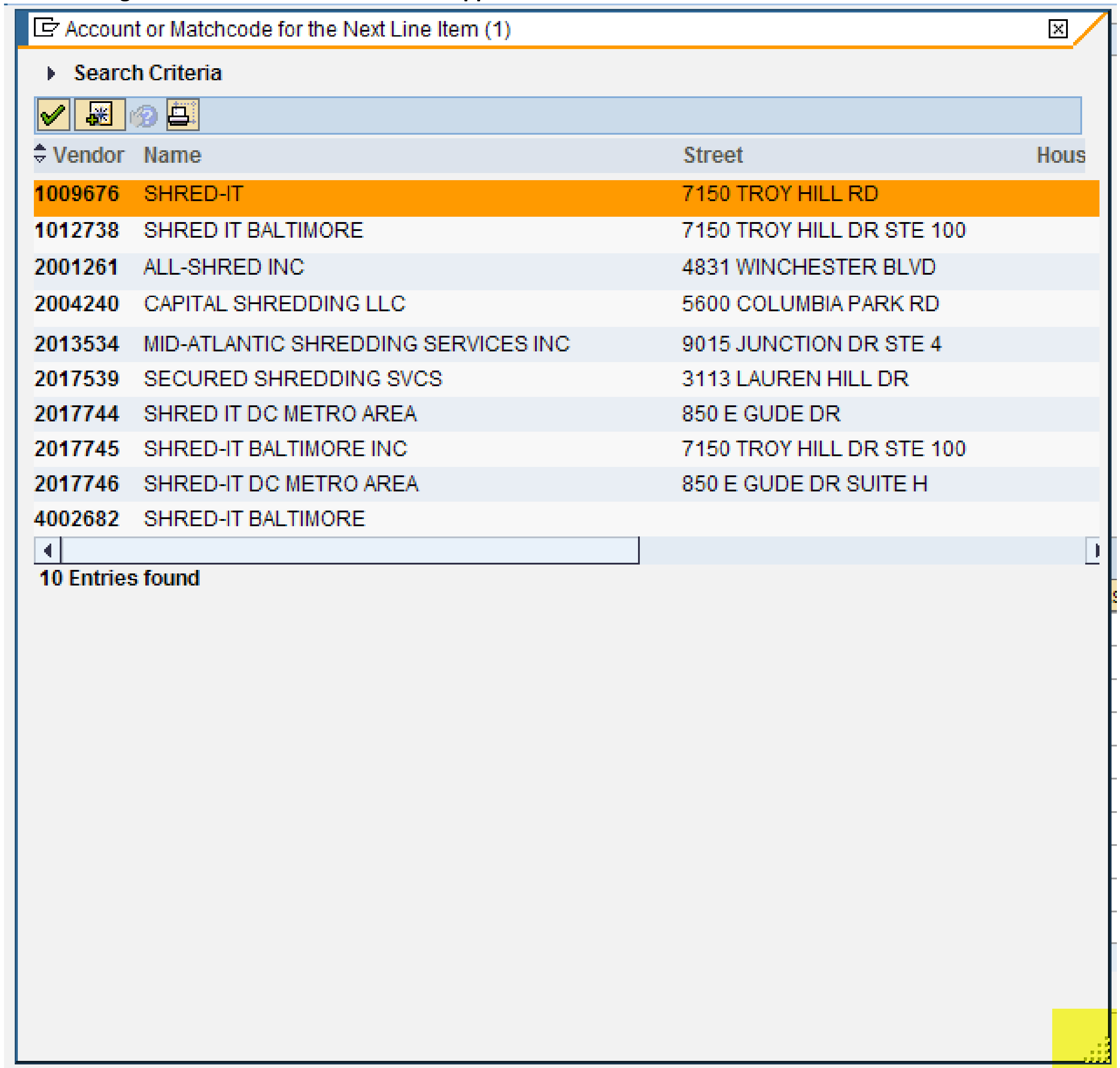
3. When the window opens, click on the  to get the dropdown.
4. Two primary search options are **Vendors (General)** and **Vendors by Address Attributes**.

   Vendors (General) allows you to search by Vendor Name,
5. Make sure the Category is .

6. **Click** in the **Name** field and use an (*) before and after the search term.



7. **Click** on the **green check. A results screen will appear.**



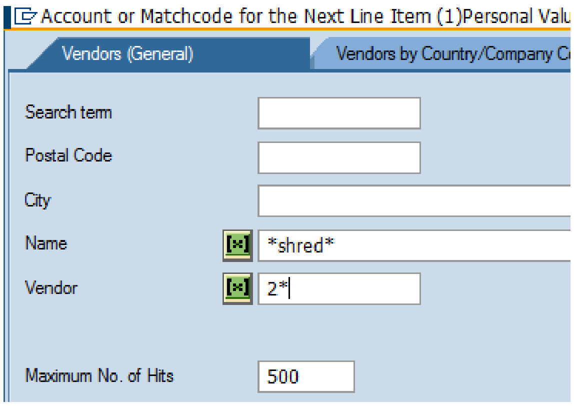
8. You can view more details in the results box by holding and dragging the box at the lower right hand side.

9. You can also sort columns by clicking on the headings. **"City"** is a good column to sort on.
10. **Double Click** on the correct Vendor from the list.

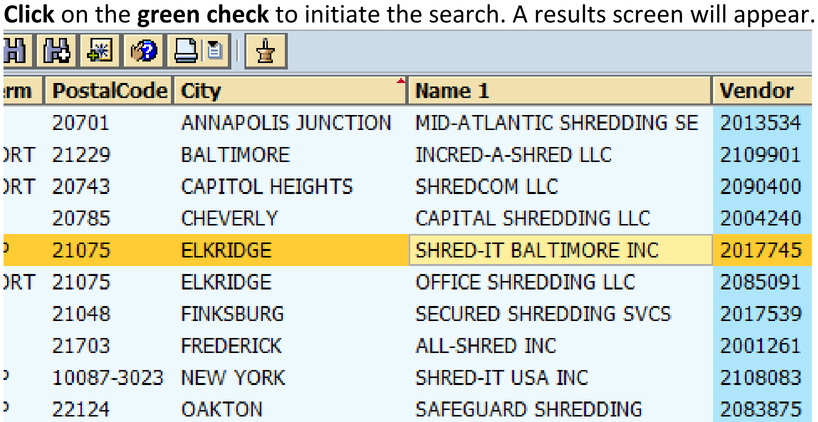
SEARCHING FOR VENDOR USING WINGUI

1. **Click** in the **Name** field and use an (*) before and after the search term. Use a smaller portion of the vendor name to make sure that you return the best results. For example, ***fed*** for Fed Ex (in case it is listed both as Fedex and Fed Ex).

2. Enter a **2*** in the Vendor field, to search just for vendor numbers beginning with a 2 (Online Payment vendors). It is good practice to use vendor numbers beginning with '2' for online payment reqests. If there is no vendor number beginning with 2, use the available vendor number for the needed vendor.[1]



3. **Click** on the **green check** to initiate the search. A results screen will appear.



rm	PostalCode	City	Name 1	Vendor
	20701	ANNAPOLIS JUNCTION	MID-ATLANTIC SHREDDING SE	2013534
RT	21229	BALTIMORE	INCRED-A-SHRED LLC	2109901
RT	20743	CAPITOL HEIGHTS	SHREDCOM LLC	2090400
	20785	CHEVERLY	CAPITAL SHREDDING LLC	2004240
	21075	ELKRIDGE	SHRED-IT BALTIMORE INC	2017745
RT	21075	ELKRIDGE	OFFICE SHREDDING LLC	2085091
	21048	FINKSBURG	SECURED SHREDDING SVCS	2017539
	21703	FREDERICK	ALL-SHRED INC	2001261
	10087-3023	NEW YORK	SHRED-IT USA INC	2108083
	22124	OAKTON	SAFEGUARD SHREDDING	2083875

4. You can also sort columns by clicking on the headings. **"City"** is a good column to sort on. 

5. The invoice will have a vendor payment address. Use that zip code – including its four-digit extension if provided – to match to the vendor in your SAP list.

6. **Double Click** on the correct Vendor from the list.

7. Once you have checked your Online Payment, before you hit Save as Completed, you will check the vendor name and address against the invoice payment address to verify the correct vendor was selected.

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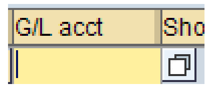
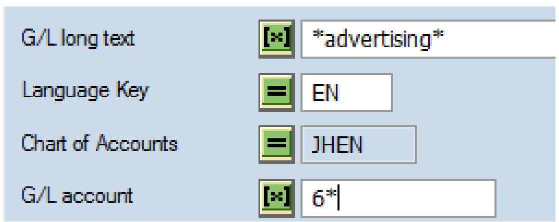
[1] Vendor numbers beginning with '1' are dedicated to shopping cart request (purchase orders). Vendor numbers beginning with '2' are dedicated to check requests. Vendor numbers beginning with '3' are dedicated to employee expense reimbursements.

SEARCHING FOR G/L NUMBERS

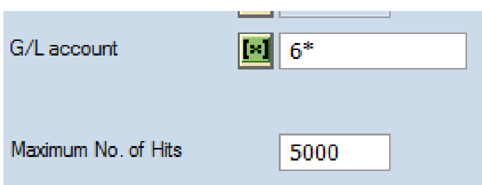


1. **Click** in the **G/L** field.
2. **Click** on the **paper** icon to the right of the field.
3. A pop-up screen will appear.
4. Make sure the Category is: **G/L account description in chart of accounts.**
5. **Click** in the **G/L long text** field and use a (*) before and after the search term.



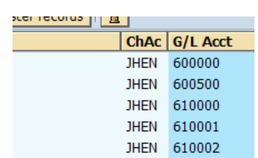
6. Enter **6*** into the **G/L account** field to limit results to just G/L accounts for expenditures.
7. **WinGUI – Click** on the **green check.**

   WebGUI – **Click** on the **Start Search** button.
8. **Double Click** on the correct G/L from the list.



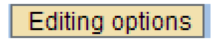
9. When the list displays, sort on the G/L Acct column so that they are in numerical order. You can quickly scroll through large sections this way, to view just the clusters of G/L accounts of interest to you.

   To get an idea of range of expenditure G/L accounts possible, search for all G/L accounts beginning with 6*, increasing Maximum No. of Hits to 5000.

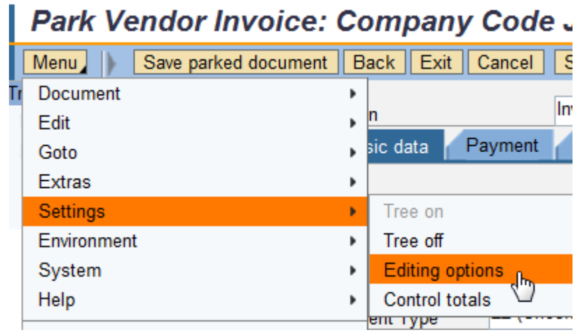


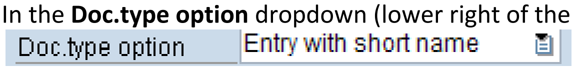
10. **Many departments have specific G/L accounts assigned to types of purchases and may be provided upon request.**

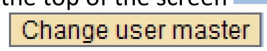
SETTINGS: DISPLAYING THE DOCUMENT TYPE

1. **WinGUI – Click on the Editing Options button (last of the yellow buttons).** 

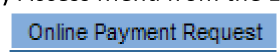
   WebGUI – **Menu**, **Settings**, **Editing Options**



2. In the **Doc.type option** dropdown (lower right of the screen), select "**Entry with short name**" 

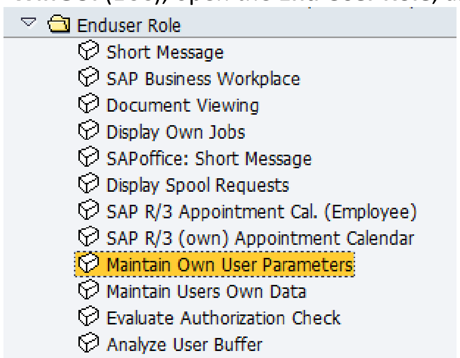
3. **Click** on the save button at the top of the screen  (or the **Change User Master** button in the web version of Online Payment) 

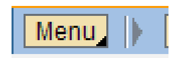
4. You will see a message in the lower left that the settings have been entered/saved.

5. You will need to Cancel or Exit from the Online Payment screen and return for the Document Type to display. In the WinGUI, you may need to close the screen completely with the x in the upper right corner, and re-open a new SAP Easy Access Menu from the ECC tab. In the WebGUI, **click** on the **Online Payment Request** Role link to re-set. 

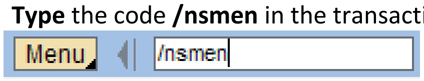
SETTINGS: DEFAULTING THE DOCUMENT TYPE TO ZZ (CHECK REQUEST)

1. Open **Maintain Own User Parameters**:
   - **WinGUI** (ECC), open the **End User Role**, and double click **Maintain Own User Parameters**.

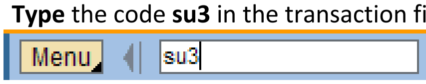


   - **WebGUI** (web version), **click** on the gray arrow (pointing right) next to the **Menu** button. 

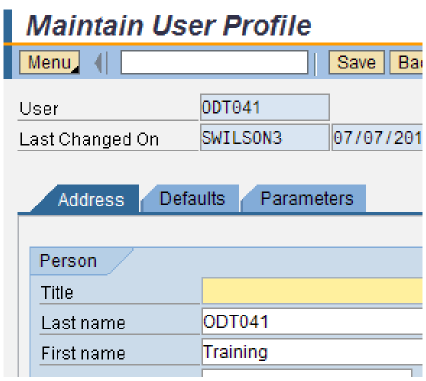
   Type the code **/nsmen** in the transaction field (white box) and press the **Enter** key.

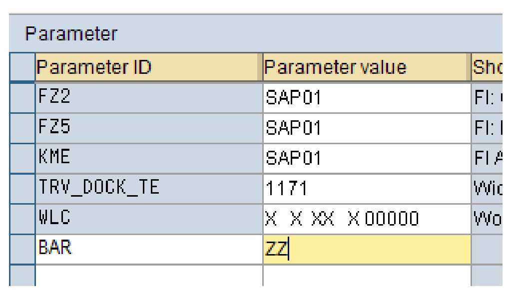


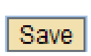
   Type the code **su3** in the transaction field (white box) and press the **Enter** key.



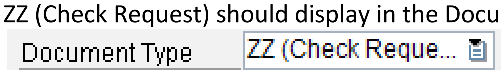
2. **Maintain Own User Parameters** will display with the **Address** tab displayed.
3. **Click** on the **Parameters** tab.





4. **Scroll** down to the bottom of the fields to a new line.
5. **Type** the code **BAR** in the **Parameter** ID column
6. Press the **Tab** key.
7. **Type ZZ** in the **Parameter Value** column
8. Press **Enter**
9. **Click** the **Save** action button 

10. Re-open Online Payment screen.
11. ZZ (Check Request) should display in the Document type field



ADDITIONAL RESOURCES

Accounts Payable Shared Services – ssc.jhmi.edu

Services:

Help Desk for Online Payments and Travel Requests – 443-997-6688
Forms Page - to Add a Vendor – Use the W9 and Add form
Forms Page - to Change a Vendor – Use the add form
Forms to fax the invoice

Forms: ssc.jhmi.edu – Click ACCOUNTS PAYABLE – Forms

SAP@Hopkins blog – http://sapathopkins.org

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